



JOB DESCRIPTION

Position Title: Associate Director

Classification: Exempt

Job Type: Full-time

Salary: \$53,000.00 /year

Reports To: Executive Director

Behind every child and young person who believes in themselves and knows their worth is an adult who believed and knew first. Are you one of those people? Sara Holbrook Community Center is in search of an Associate Director who will be responsible for leading and managing a comprehensive array of child and youth programs working closely with the Executive Director and a strong team of Program Directors. This is an outstanding opportunity to lead a highly-effective program team in the midst of exciting expansion and transition.

Essential Duties and Responsibilities:

Organizational Leadership

- Provide effective and inspiring leadership, as well as stewardship of Sara Holbrook Community Center by being actively involved in all programs and services.
- Support the Executive Director and Board of Directors to implement, monitor and evaluate organizational policies, strategic plans and systems.
- In the Executive Director's absence, perform all necessary ED functions in consultation with ED.
- Maintain a close working relationship with the Center's Board of Directors by staffing the Board and Board committees.
- Support the Executive Director in the recruitment, hiring, training and supervision of non-program staff.

Program Management

- Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems and process improvement.
- Prepare and propose annual program budget to the Executive Director for review and approval, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Recruit, hire, train and supervise program staff.
- Recruit, interview, orient and coordinate volunteers and interns for all the Center's programs.
- Support Directors in identifying and cultivating community partnerships

- Work with designated staff to ensure families access additional support services both internal and external to the organization
- Inform the Executive Director of all program issues and accomplishments.
- Develop professional development opportunities applicable to staff's work plans and program needs
- Substitute in programs as needed.

Administrative

- Ensure program staff and volunteer files are accurate, complete and in compliance with licensing and labor laws and regulations.
- Approve and submit all required financial, payroll and licensing data/documentation in a timely and ongoing manner with strict attention to detail.
- Assist the Executive Director or other assigned staff in the oversight of building systems.

Development

- Work collaboratively with the Executive Director, Board and staff to identify, define and acquire funding resources available to the Center through grants, special events, prospect research, etc.
- Ensure the continued financial viability of SHCC's programs through sound fiscal management, grant research and writing, and growing community partnerships.
- Oversee program staff grant activities- assign and edit grant applications.
- Oversee the design and implementation of appropriate program marketing strategies, including family newsletters and aspects of the annual report, press releases and social media exposure.
- Assist in the packaging and marketing of programs to philanthropic supporters.
- Represent and promote the Center at public relations events.

The above statements are intended to describe the general nature and level of work performed by persons assigned to this position. They do not include all job duties performed by employees in this position.

Qualifications:

Education: Bachelor's degree in Social Work, Education or other related field or equivalent combination of education and experience. Master's degree preferred.

Experience: Five or more years' experience in a non-profit setting that includes: education and or other youth programming, staff supervision, organizational leadership, and grant writing. Must have tangible examples of experience with program evaluation and reporting. Experience with Head Start, and the Vermont Child Development Division preferred but not required.

Skills & Requirements:

- Demonstrates integrity, strives for excellence, and has experience of leading others to new levels of effectiveness and programmatic impact.
- Solid understanding of positive youth development, risk and protective factors and child development.
- Comfort working with marginalized groups, social justice agents or advocates and overall ability to work effectively with a diverse staff and stakeholders.
- Highly effective written and verbal communication skills; ability to communicate with tact, diplomacy and authority; speak with confidence in front of an audience; ability to meet people with ease.
- Proficiency with Microsoft Office and Google Applications. Ability to adapt and learn new technologies as needed.
- Strength to lift up to 50 pounds.
- Access to reliable transportation; clean driving record.
- Pass a comprehensive background check.

Please submit cover letter and resume to jobs@saraholbrookcc.org